

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Housing Policy Development
Unit: Data and Research
Position Number: 401-306-4801-xxx
Classification: Staff Services Manager II
Working Title: Innovative Projects Manager
Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under the general direction of the Staff Services Manager (SSM) III within the Data & Research unit, the Services Manager II is responsible for managing a team within the Data and Research unit, providing oversight for research and legislative implementation projects, ongoing services and data management. The SSM II will oversee staff responsible for innovative housing policy projects including but not limited to, accountability and enforcement of housing and land use law, using state and local public lands for affordable housing, promoting the use of existing and emerging tools to inform and implement policy, program and data evaluation, GIS/Mapping, affordable housing preservation, annual progress report data and quality control, fair housing, climate change, homelessness, and interfacing with internal IT tracking systems.

% of Time	Essential Functions:
30%	Manage the HPD Division data and research portfolio, which includes the development of complex policy reports, technical assistance and guidance to governmental partners and the public, processes to improve data collection and ensure data integrity, and support of other department efforts related to utilizing public lands for affordable housing development. Responsible for ensuring all projects within the portfolio meet deadlines. Work with policy makers, staff, and customers to identify emerging data needs and trends, to define strategies for developing and obtaining data, and to use the results to frame policy-making discussions. Recommend course and direction for policy and program activities.
30%	Manage and supervise staff within the Data and Research unit, identifying technical training needs and directing workflow on multiple department projects and strategic objectives concurrently. Strategically deploy staff to high priority departmental initiatives. Oversee personnel matters and other administrative

functions as necessary. Conduct performance appraisals and individual work plans with regular performance feedback to managers and staff. Develop procedures and policies to improve services and effective performance of programmatic activity. Manage contracts with external consultants. Keep the Deputy Director and SSM III informed of status of unit's activities.

15%	Prepare research and policy briefs, reports, and multimedia presentations covering a variety of policy analysis and research topic areas. Perform formal presentations to program and executive staff, control agencies, and external stakeholders to explain and support policy positions, program implementation, and recommendations for adoption by the State and local governments in the interest of addressing the affordable housing crisis throughout the State as needed.
15%	Serve as a Department expert on research, data analysis, and use of innovative strategies, representing HCD as needed with external partners and in intergovernmental partnerships. Provide technical expertise and ability to interpret, analyze, and share complex data from federal, State, and local governments, the Legislature, and other administrative data sources, reports, surveys, and special projects to support policy and program development and evaluation, and assist management in measuring the past and potential impact of policy decisions and activities.
5%	Provide technical assistance and oversight of the research process, data compilation and tabulations to ensure in-depth and rigorous analysis and forecasting of housing trends, needs, and outcomes using primary and secondary research to ensure soundness of research findings. Develop and analyze ad hoc reports using various databases, geospatial tools, and present findings. Identify infrastructure necessary to maintain a high-functioning research team and make recommendations to the Department leadership. Participate in Departmental and inter-departmental working groups related to data and research.
% of Time	Marginal Functions:
5%	Responsible for the completion of other research projects and Division budgeting tasks as directed by the SSM III.

Special Requirements: (Define all that apply)

Travel: None

Supervision Exercised: None

Conflict of Interest (COI): Form 700 reporting required.

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

Administrative Responsibility: The incumbent advises Division leadership and the Directorate on both specific and general policy issues affecting Departmental programs, and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies. Expected to develop, establish and maintain project management standards and procedures. Expected to develop, maintain and manage any research based contracts with academic institutions or other consultants. The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

Personal Contacts: The SSM II will be expected to develop and maintain direct contact with academic institutions and other federal, state, and local government agencies, as well as private non-profit sponsors, lenders, and outside interest groups.

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies and procedures, as well as federal, state and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department.

Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____

Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.